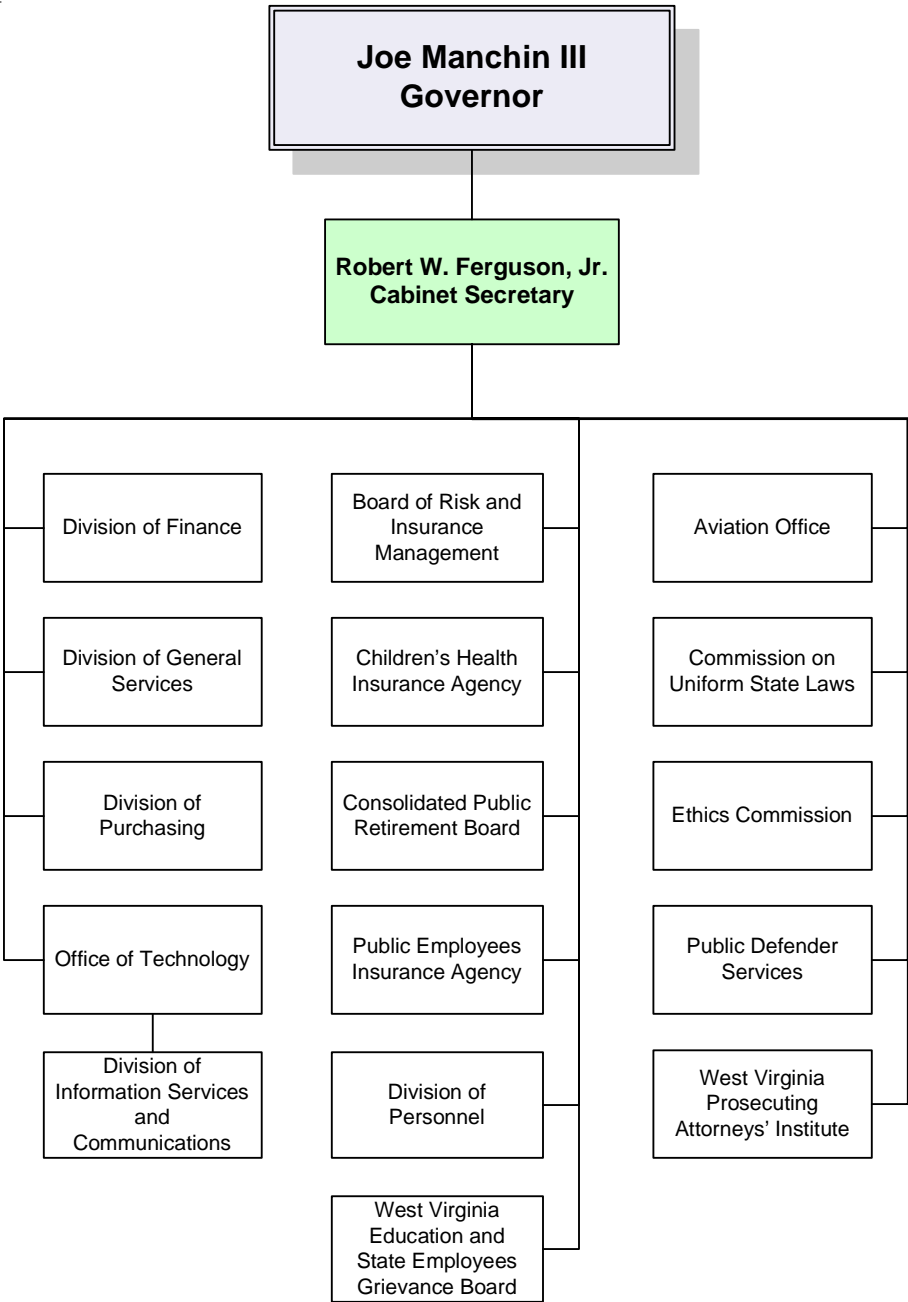


Department of Administration

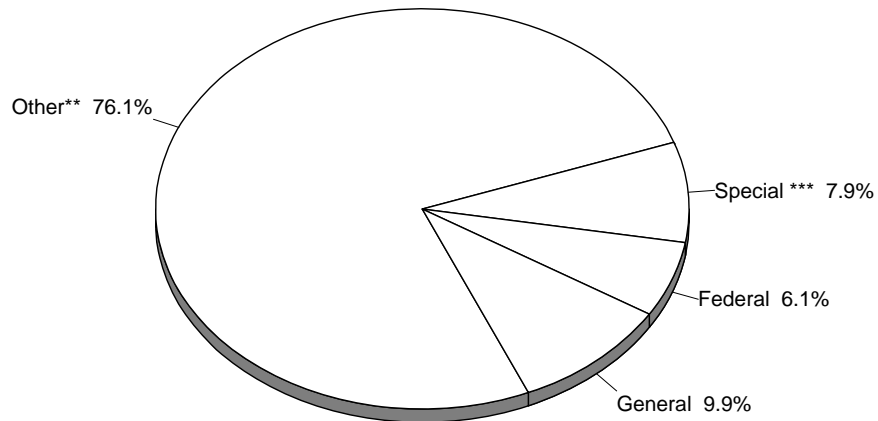


Department of Administration

Revenues and Expenditures

Total Available Funds

Fiscal Year 2007
\$627,510,733*
(Estimated)



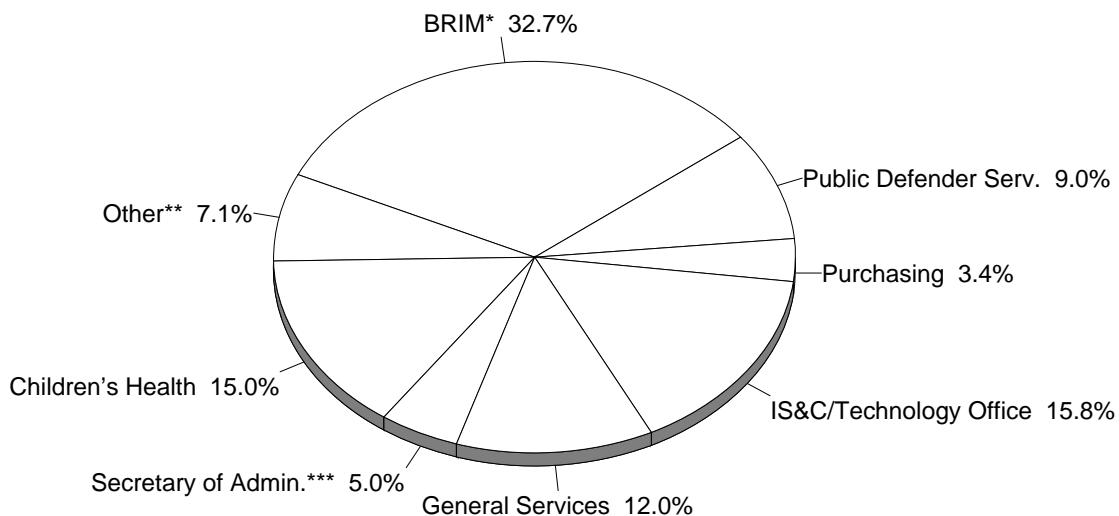
* Beginning balance plus revenues

** Does not include annuity payments or insurance claims

*** Does not include Tobacco Settlement Funds managed by Secretary of Administration

Recommended Expenditures by Division

Fiscal Year 2007
\$324,018,762



* Includes special insurance and trust funds held by the Board of Risk and Insurance Management.

** Does not include pension funds managed by the Consolidated Public Retirement Board or insurance premium funds managed by the Public Employees' Insurance Agency.

*** Does not include Tobacco Settlement Funds.



Department of Administration

Mission

The Department of Administration's mission is to provide quality support services for state agencies and employees, safeguard the financial resources of the citizens of West Virginia, and promote the ethical expenditure of public funds.

Goals/Objectives

Streamline processes to optimize services.

- Review the services provided by the department to identify streamlining opportunities for overlapping activities.
- Replace paper exchange throughout state government with imaging/intranet solutions.

Allocate human resources efficiently to optimize productivity and customer satisfaction.

- Develop and amend on a continuing basis a long-term capital improvement plan that reflects historic preservation standards, accessibility under the federal Americans with Disabilities Act of 1990, and federal General Services Administration standards for individual work spaces.
- Fully implement a mandatory training and development program for managers and supervisors by FY 2007.

Allocate physical resources to optimize productivity and customer satisfaction.

- Identify opportunities to consolidate office space and transfer ownership from private to state.
- Construct new parking garage at the state capitol complex by end of FY 2007.
- Complete renovation of the Governor's mansion by the end of FY 2007.
- Complete capitol dome restoration and repair of parapet wall by end of FY 2006.

Identify opportunities for the State to reduce costs or improve financial stability.

- Continue to review the possibilities of issuing pension bonds and tobacco securitization bonds.
- Review consolidation possibilities within the Department of Administration.

Provide career development opportunities for employees.

- Provide career development and vocational, technical, and professional training opportunities. Provide tuition reimbursement in each agency/division.
- Promote awareness programs for managers and supervisors that emphasize employee empowerment, foster independent creative thought and actions, and include training on reward and recognition techniques.
- Support the State's affirmative action program by establishing clear goals and implementing procedures to recruit, hire, and retain members of protected classes.

Improve management of risk programs.

Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
EXPENDITURE BY PROGRAM					
Office of the Secretary	2.13	\$40,606,735	\$43,219,919	\$41,689,275	
Less: Reappropriated		0	(1,000,000)	0	
TOTAL BY PROGRAM	2.13	40,606,735	42,219,919	41,689,275	41,691,237
EXPENDITURE BY FUND					
General Fund					
FTE Positions	2.43		2.13	2.13	2.13
Total Personal Services		128,482	156,323	155,035	156,997
Employee Benefits		40,239	43,521	43,521	43,521
Other Expenses		15,038,014	17,090,739	16,090,719	16,090,719
Less: Reappropriated		0	(1,000,000)	0	0
Subtotal: General Fund*		15,206,735	16,290,583	16,289,275	16,291,237
Federal Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Subtotal: Federal Fund		0	0	0	0
Appropriated Special Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		25,400,000	25,929,336	25,400,000	25,400,000
Less: Reappropriated		0	0	0	0
Subtotal: Appropriated Special Fund **		25,400,000	25,929,336	25,400,000	25,400,000
Nonappropriated Special Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Subtotal: Nonappropriated Special Fund		0	0	0	0
TOTAL FTE POSITIONS BY FUND	2.43		2.13	2.13	2.13
TOTAL EXPENDITURES BY FUND		\$40,606,735	\$42,219,919	\$41,689,275	\$41,691,237

*Includes lease rental payments.

**Tobacco Settlement Funds transferred to Department of Health and Human Resources.